

OFFICE OF STATE EMPLOYMENT RELATIONS

–DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN–

Date: July 1, 2013

Subject: Clarification of Career Executive Hiring Policy

Locator No: OSER-0328-MRS

The purpose of this bulletin is to provide clarification regarding the appropriate administration of policies and practices specific to the consideration of current and former career executive employees when staffing career executive vacancies in the civil service. Future updates to Chapter 156 of the Wisconsin Human Resources Handbook (WHRH) pertaining to career executive employment will include these clarifications.

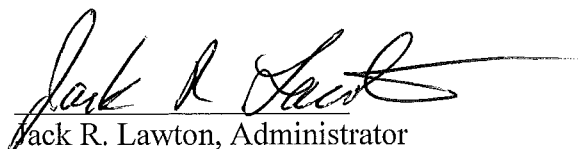
Examination of incumbent career executive employees is prohibited:

Section 156.070(4) of the WHRH notes that incumbent career executive employees shall not be examined when applying for vacant career executive positions in which a competitive exam is required for non-career executive applicants. This means that if an incumbent career executive employee submits examination materials, the materials shall not be scored, and therefore the incumbent career executive shall not be placed on the register or certification. Regardless of the pay schedule/range of the employee or the vacancy, the incumbent career executive applicant is instead to be included with the candidate pool consisting of career executive employees. Prior to scoring the competitive exam for the non-career executive applicants, a check must be conducted to ensure that no current career executive employees are included. If a career executive employee is mistakenly examined, the employee shall be removed from the register.

Reinstatement of career executive employees and competitive examinations:

Section 156.080(3) of the WHRH states that the appointing authority has the discretion to require a person who is eligible for reinstatement to a career executive position to participate in the competitive examination process when the vacancy is at the same or lower level in which the former employee had earned eligibility for reinstatement. For instance, if a former career executive employee has reinstatement eligibility at the 81-01 level, and the vacancy is an 81-01, or lower (e.g., 81-02), the hiring agency may require the candidate to go through the competitive exam process or may consider the candidate as eligible for permissive reappointment. This decision can be made on a recruitment-by-recruitment basis. However, if a former career executive employee has reinstatement eligibility at the 81-02 level, and the vacancy is an 81-01, the former employee must go through the competitive examination process to be considered for appointment.

Questions regarding this bulletin, or WHRH Chapter 156, may be directed to Kristina Thole, DMRS (608) 266-8434, KristinaE.Thole@wi.gov; or Ed Porter, DMRS, (608) 267-0344, edward.porter@wi.gov.



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